

PUBLIC SERVICE EXCELLENCE

Interagency Awards Program



2006 Nomination Package

Nomination Period Opens: *February 13, 2006*Nomination Period Ends: *March 24, 2006*

Host Agency: U.S. Citizenship & Immigration Services

POC: Erika Cano

8101 N. Stemmons Freeway

Dallas, Texas 75247

We're Better Together!

ELIGIBILITY AND NOMINATION REQUIREMENTS

- <u>Eligibility</u>: All Civilian and Military Federal employees of U.S. Government Departments, Agencies & Offices in the North Central Texas area are eligible for nomination. Federal retirees who separated from service after September 30, 2005 may also be nominated.
- **Selection Criteria:** For all award categories, the nominee must have shown a strong commitment to public service and demonstrated one or more significant accomplishments within his or her particular government field that were innovative, high impact, and met a critical need for the customer or our nation.
- <u>Nomination Process</u>: All nominations must include a completed nomination form and a one-page <u>essay</u> that identifies the nominee's specific accomplishment(s). The accomplishments must have been made during the past eighteen months. The nomination period is open beginning <u>February 13</u> and ending on <u>March 24, 2006</u>.

<u>E-mailed nominations will not be accepted.</u> Nominations may be submitted by postal/ overnight mail or FAX. Nominations must be postmarked **not later than 11:59 PM on March 24, 2006.**

Nominations may be submitted by any person familiar with the nominee and his or her work; however, the nomination must be approved and signed by the nominee's agency head. Self-nominations will not be accepted.

Individuals involved in the selection process, including members of the Nomination Review Committee may not submit nominations.

Employees may be nominated for more than one award category, but separate nomination packages must be submitted for each category.

Last year's winners may not be nominated again in the same category.

- Nomination Essay Requirements: Essays must not exceed one page of narrative typed in 12 pt or 10 pt font. Each essay should:
 - Summarize the accomplishment(s) within the first two sentences;
 - Indicate when the accomplishment(s) occurred;
 - Explain whom the accomplishment benefits and how it benefits them;
 - Describe why the accomplishment is important to the customer or nation; and
 - Address criteria specific to the award category.
- <u>Team/Group Nominations</u>: To nominate a team or group for any award category, please select a concise Team/Group name. The Team Name you select shall be listed as the "Nominee" on the nomination form and in the essay.

The full name and agency of each team/group member must be listed on a separate sheet as an addendum to the nomination form (the addendum will <u>not</u> be counted as an additional page to the essay). All references to the nominee will refer to the Team/Group Name selected. (Including the winner trophy) A Certificate of Recognition will be presented to each team/group member with their individual name.

SELECTION PROCESS

Nomination Review Panel: This panel is comprised of federal employees designated by Agency Heads to represent federal offices in the North Texas area. The panel is responsible for the review of nominations and the selection of **finalists** in each award category.

<u>The Nomination Review Committee reserves the right to consider nominations</u> for additional award categories when appropriate.

Lead Agency: The Lead Agency for the Interagency Awards Program, 2006 is the DHS: U.S. Citizenship & Immigration Services (CIS). This agency will manage the nomination process and host the Review Panel for a one-day peer review meeting in early April.

Selection Committee: The Blue Ribbon Panel of Judges consists of public figures and leaders representing government, business, media, entertainment, academia and/or non-profit foundations. This committee of judges will review and rate the nomination packages of each finalist to select award recipients.

<u>Awards Ceremony-Recognition:</u> The recipients will receive an award commemorating their achievement at the annual **Salute to the Stars awards gala in May 2006.** Details about the gala will be distributed in March.

All nominees will receive a Certificate of Recognition for Public Service Excellence.

Please direct any questions regarding the Awards Program to the FEB office at (214) 767-5370

How To Participate:

- 1. Federal offices in the North Texas area are eligible to participate.
- 2. There is no limit to the quantity of nominations per office or agency.
- 3. Complete the "Fill and Print" Nomination Form. Submit the form and a one-page essay by Postal/Overnight Mail or FAX on or before March 24, 2006 to:

U.S. Citizenship Immigration Services ATTN: Erika Cano 8101 N. Stemmons Freeway Dallas, TX 75247

or FAX to: (214) 905-5559

NOTE: We are unable to accept nominations by electronic mail.

GENERAL CRITERIA:

For all award categories, the nominee must have shown a strong commitment to public service and demonstrated one or more significant accomplishments within his or her particular government field that were innovative, high impact, and met a critical need for the customer or nation. Additional selection criteria are provided under each award category.

OUTSTANDING CUSTOMER SERVICE

This award recognizes an individual or group for a significant contribution to our nation in activities related to Customer Service. Activities may include, but are not limited to: Exceed Customer Service Goals; Improve Product/Service Delivery; and Reduce "Red-tape"

OUTSTANDING QUALITY IMPROVEMENT

This award recognizes an individual or group for a significant contribution to our nation in activities related to Quality Improvement. Activities may include, but are not limited to: Improve the quality of an agency's products/services to the customer; Improve the quality of management and workplace environment; and Exceed Quality Improvement Goals

OUTSTANDING INTERAGENCY COOPERATION

This award recognizes an individual or group for a significant contribution to our nation in activities that required considerable coordination, planning and interaction with various governmental units across agency jurisdictional lines. Activities may include but are limited to: Coordination and collaboration with two or more agencies; Complexity of planning and arranging meetings; and Added value to agencies' missions, goals and services

OUTSTANDING LAW ENFORCEMENT

This award recognizes an individual or group for a significant contribution to our nation in activities related to justice and law enforcement. Activities may include, but are not limited to: Law Enforcement, Security, Investigative or related work; Civil Rights or Criminal Justice; Counter terrorism and/or Intelligence; and Fraud detection and prevention

AWARD CATEGORIES & CRITERIA

OUTSTANDING COMMUNITY SERVICE

This award recognizes an individual or group for a significant contribution to our community in activities performed without compensation during non-duty hours. Activities may include, but are not limited to: Charitable or Community Service; Creativity and Uniqueness in service performed; Advocate for Non-profit Initiatives; Ability to produce results.

OUTSTANDING DIVERSITY

This award recognizes an individual or group for a significant contribution toward achieving results in maintaining a diverse workforce. Activities may include, but are not limited to: Ingenuity, Creative and Unique approach; Improved Agency's EEO Posture; Training, Recruitment, Retention Success; Significant Impact on Organization.

OUTSTANDING TEAMWORK

This award recognizes a team or group for a significant contribution to our nation in activities that used the shared skills and experience of team members. Activities may include but are not limited to: Developed Vision/Unified Action Plan; Demonstrate Innovation and Creativity; Impact on Organization.

OUTSTANDING ADMINISTRATIVE SUPPORT

This award recognizes an individual appointed to an Assistant, Secretary or Clerical position for a significant contribution to the success of an organization's mission. The nominee must have demonstrated exemplary performance, superior quality and a commitment to excellence. Activities may include, but are not limited to: Creativity in handling multiple assignments; Keen awareness of agency mission and goals; Ability to incorporate information technology in performance of duties.

OUTSTANDING LEADERSHIP

This award recognizes an individual or group for a significant contribution to the success of an organization's mission. The nominee must have demonstrated the competencies essential to the new leadership culture in the Federal Government. Activities/Skills may include but are not limited to: Clear Values and Expectations of staff or team; Build teams, partnerships and coalitions in and outside of government; Embrace Change thru Work Flexibilities (Hiring Practices, Tele-work, COOP); Creativity in Staff Development; Visionary; Recognized contributions and celebrated accomplishments of staff; Drive Organizational Results.

Interagency Awards Program

AWARD CATEGORIES & CRITERIA

SPECIAL RECOGNITION FOR HURRICAINE RELIEF/RECOVERY EFFORTS

New

OUTSTANDING PUBLIC SERVICE (MISSION-BASED)

This award recognizes an individual or group for a significant contribution to the nation in activities related to Hurricane Relief and/or Recovery. Within the past year (since September 1, 2005), the nominee must have demonstrated a significant accomplishment within his/her/their particular government field that was innovative, high impact, and met a critical need for the nation. Activities in this category <u>must be related</u> to the employing agency's mission.

OUTSTANDING PUBLIC SERVICE (NON-MISSION)

This award recognizes an individual or group for a significant contribution to the nation in activities related to Hurricane Relief and/or Recovery. Within the past year (since September 1, 2005), the nominee must have demonstrated a significant accomplishment that was innovative, high impact, and met a critical need for the nation. Activities in this category must have been performed outside the responsibility of the employing agency's mission. (Volunteer, Voluntary Reassignment or Detail)

The Nancy H. Doherty Special Achievement Award FEDERAL EMPLOYEE OF THE YEAR

This award recognizes a federal employee whose professional contributions exemplify the highest attributes of public service. The nominee must demonstrate:

- A strong commitment to enhancing the image of Federal employees;
- A high degree of initiative through innovation resulting in significant operational improvement and/or cost savings;
- Effective leadership by leading change, producing results, setting example for high quality work ethics;
- Creative efforts in building teams and partnerships in and outside the federal government; and
- A Willingness to contribute personal time and talents to a non-job related activity which reflects favorably upon the federal service and its employees.

PUBLIC SERVICE **Excellence**

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NOMINATION FORM

COMPLETE THIS "FILL & PRINT" FORM. SUBMIT IT WITH A ONE-PAGE ESSAY ON OR BEFORE FRIDAY, MARCH 24, 2006. NOMINATIONS MUST BE MAILED OR FAXED—NO EMAILS ACCEPTED

AWARD CATEGORY:		
NAME OF NOMINEE: (Please select a Proper Name for team or group, list each name on separate sheet)		
DEPT: AGENCY:		
ADDRESS:		
NOMINATED BY:		
JOB TITLE:		
NOMINATOR SIGNATURE:		
AGENCY POC: (Designated Point of Contact for all Awards Program Matters)		
POC CONTACT DATA: (EMAIL)		
(PHONE)(FAX)		
AGENCY HEAD:		
AGENCY HEAD SIGNATURE OF APPROVAL:		
PRIVACY ACT NOTICE		
The narrative and photograph are not required by law and participation is voluntary. Information will be used solely for award consideration and publicity. Local media may be provided information regarding special achievements or acts. If nomination information is "legally sensitive", please notify FEB office prior to nomination deadline.		
TO THE NOMINATOR: PLEASE NOTE ANY FACTS THAT MAY NOT BE PUBLISHED.		
☐ I have read and agree to the publication of information provided in this nomination.		
☐ Information contained in this nomination may NOT be published or shared with media.		
TYPE or PRINT NAME: TITLE:		
SIGNATURE:		

Inc	lude a one-page essay:
•	Summarize the accomplishment(s) within the first 2 sentences;
	Indicate when the accomplishment(s) accurred:
•	Indicate when the accomplishment(s) occurred;
•	Explain whom the accomplishment benefits and how it benefits them;
•	Describe why the accomplishment is important to the customer or our nation; and
•	Address specific award criteria.
	Address specific award criteria.



An Awards Program Sponsored by The Dallas-Fort Worth Federal Executive Board